

# Module 2

## Position Management and Classification Using the DCPDS

### Module Overview

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**Purpose** This module introduces the information you need to perform the duties of position management and classification in the system.

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## Module Overview, Continued

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**Who Uses It** Users are given the roles and responsibilities by their Component for performing position management and classification duties. Users may include:

- Classifiers, Personnelists, and Generalists
  - Managers and Supervisors
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**How It Works** Position Management and Classification interfaces with other applications, such as COREDOC, Resumix, OTA, etc., and is intended to:

- Automatically populates most frequently used data.
  - Provide automated tools for managers and personnelists to create, modify, and update documentation.
  - Alleviate the cumbersome process of documentation.
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## Module Overview, Continued

### Business Activities Supported

Activity	Roles/Responsibilities
Administering the Program	The Personnel Office establishes positions, classifies and reclassifies positions, processes position actions, and reports organization and position information to the Office of Personnel Management (OPM).
Maintaining Position Classification Records	<p>The system supports this critical function by enabling you to:</p> <ul style="list-style-type: none"> <li>• Define jobs using the supplied occupational series.</li> <li>• Classify and validate positions with associated position descriptions, grades, and occupational series.</li> <li>• Use COREDOC to generate documents which assign grade level, factor pattern, and KSAs consistent with the duties for developing a PD, recruitment, basic training competencies, and a performance management plan.</li> <li>• Process position-related actions with the <b>Request for Personnel Action (RPA)</b>.</li> <li>• Represent the reporting relationships within an organization through the position hierarchies for security purposes and for the <b>Organizational Component Translation Report (OCT Reporting)</b>.</li> </ul>

### Business Rules

Rule	Description
Owned vs. Serviced Rule	<p>If you service positions belonging to another agency, the rules of the owning agency will apply in building the position, RPA, etc.</p> <p>◆ <b>Example:</b> If Navy services an Air Force position, Air Force rules will apply.</p>
Validity Checks	<p>You cannot validate a position until all required data is completed and all conditional relationships have been met.</p> <p>◆ <b>Examples:</b></p> <ul style="list-style-type: none"> <li>• A non-sensitive position cannot require security access of Top Secret.</li> <li>• Invalid positions cannot be used for assignment.</li> </ul>

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## Module Overview, Continued

### Business Rules (continued)

Rule	Description
Assigning a CPCN to a Core Document	<ul style="list-style-type: none"> <li>Only users with a classifier or personnel generalist role can assign CPCNs and edit cover sheets.</li> <li>The Core Document must be attached to the <b>RPA</b> before you can assign it a CPCN. (The CPCN consists of the PD# and the Sequence Nbr as they appear on the Position "Name" Field, of Position Build Screens.)</li> </ul>
Editing the Cover Sheet on the Core Document	A CPCN must be assigned before you can edit the cover sheet on the Core Document.

### Assignment Linkage

The **Assignment** area is the link between the following records to populate the **RPA** in DCPDS:

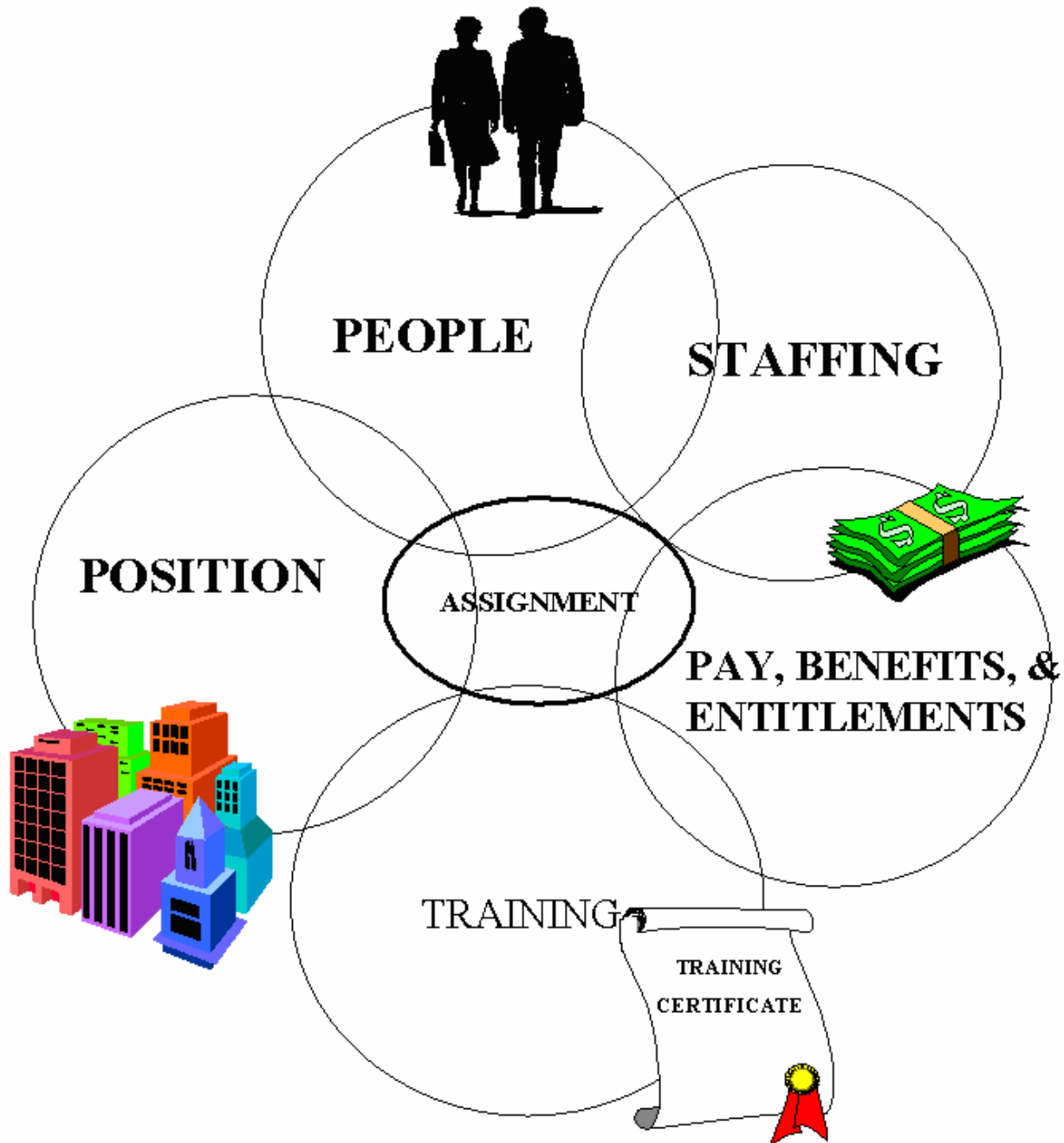
- **Work Structures** (Organization, Position Description, COREDOC).
- **People** (applicant or employee).
  - Position data from the **RPA** and the KSAs from the Core Document will flow into Resumix for the creation of the fill requisition and vacancy announcement, if used, and for use in the evaluation process.
- **Pay and Benefits** (Salary, Duty Station, Work Schedule).

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## Module Overview, Continued

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### Illustration of the Assignment Linkage



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## Module Overview, Continued

### DoD Organization Hierarchy

The DoD Organization Hierarchy is a structure/architecture that depicts the highest organization level down to the lowest organization level.

- Organization Hierarchy begins at the Secretary of Defense level and proceeds downward to the installation level.

Organization Hierarchy is centrally managed and built in the system for each Component down to the UIC or PAS Code level.

### Virtual Positions

Virtual positions serve as “place holders” to maintain chain of command in the hierarchies, e.g., military supervisors of civilian employees. Also, virtual positions may be used for external people in a database. For example, virtual positions could be used for people with remote assignments, such as a personnelist located at a region who performs personnel servicing duties for a Region other than the one to which assigned as an employee. See Building a Virtual Position in Chapter 1, in this module of the User Guide for additional information.

### Use of COREDOC

COREDOC is an optional personnel process. COREDOC-related procedures are located in Chapter 4 of this module of the User Guide.

COREDOC:


- Replaces the current process of classifying duties and responsibilities for position descriptions.
- Identifies performance elements for employee evaluation.
- Lists Knowledges Skills and Abilities (KSAs) needed for recruitment.
- Lists training competencies.
- Combines the following into one (core) document:
  - Position description.
  - Performance plan.
  - Recruitment and training criteria.

## Terms and Acronyms

Terms and Acronyms	Definition
ACTEDS	Army Civilian Training, Education and Development System - Army's career development program.
AFSC	Air Force Specialty Code.
AMSC/SSC Reqmt	Army Management Staff College/Senior Service School Requirement.
AMSCD	Army Management Structure Code - Identifies a standard classification of activities and functions to interrelate programming, budgeting accounting, and manpower control.

## Module Overview, Continued

### Terms and Acronyms (continued)

Terms and Acronyms	Definition
AMSCO	National Guard Army funding account code.
CMIS	Corporate Management Information System - A central systemic updating (within 24 hours) of regional data for DoD. Main useage is for Component headquarters with viewing and reporting capability only.
COREDOC (CD) 	The application that generates core documents which automatically assign the grade level, factor pattern, and KSAs consistent with the duties for developing a PD, recruitment, basic training competencies, and a performance management plan. <b>Note:</b> Not all Components are using the Performance Management Plan.
Core Document	The core document or PD generated by the COREDOC application.
CPCN	Civilian Personnel Control Number - A combination of PD# and Sequence Nbr used to attach the core document to the RPA and uniquely identify a specific position.
CPDF	Civilian Personnel Data File - An OPM system for storing statistical data on all Federal employees.
DEMO OGC	Demonstration Occupational Group Code.
DEMO SAC	Demonstration Specialty Area Code.
DOT Code	Dictionary of Occupational Titles.
Employee Number	A unique system-generated number to be used for various actions, i.e., dual appointments; identifying an employee when not using a SSAN, etc.
FAC	Functional Account and Shred – Identifies homogeneous grouping of tasks.
FLSA	Fair Labor Standards Act - The Law which requires Federal employees to be identified as Exempt (not covered by the Act) or Nonexempt (covered by the Act).
FTM Option	Full Time Manning (FTM) Option.
Hierarchy Diagrammer	A feature set up by the System Administrator, which enables you to graphically create, maintain, view, modify, and print hierarchies.
KSAs (Competencies)	Knowledge, skills, and abilities described in the PD or COREDOC. KSAs are used by Staffing in recruitment announcements.

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## Module Overview, Continued

### Terms and Acronyms (continued)

Terms and Acronyms	Definition
LEO Position Indicator	Law Enforcement Officer Position Indicator - Indicates if the employee is an LEO and is located in an interim locality adjustment area.
Mobilization Cross Walk	Identifies employee skills at local employment offices.
Mobilization Position Fill Code	Identifies recruiting source used to fill positions during a mobilization, e.g. retired civilians, local applicants, retired military, etc.
MOS	Military Occupational Specialty.
MTOE/TDA/SP	Modification Table of Organization and Equipment/Table of Distribution and Allowances/Specific Instance.
MTOE/TDA/PARA/LN/SP	Modification Table of Organization and Equipment/Table of distribution and allowances/Paragraph and Line Number/Specific Instance.
NPA	Notification of Personnel Action - The short term used for different Component forms (SF50 for appropriated, DA/NAF 4343, AF/NAF 2545, and others).
OCT Reporting Flag	Organizational Component Translation Reporting Flag - Indicates the codes, titles and hierarchical relationships for organizations within an agency used for the Central Personnel Data File (CPDF) sent to OPM.
Organization Hierarchy	The basic structure of the various organizations comprising DoD. This structure identifies organizations starting at the Secretary of Defense and continues down through the various Components (Army, Navy, etc.) to the installation or activity level in most cases.
HR-Training	Human Resource-Training - An application that assists management in the administration of civilian training. It allows managers or designated personnel to track and store completed training.
PAS Code	Personnel Accounting Symbol - A unique identifier, similar to a UIC, used by Air Force to identify major organizational segments. Usually, down one level lower than a UIC, to the directorate level.

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## Module Overview, Continued

### Terms and Acronyms (continued)

Terms and Acronyms	Definition
PD	Position Description - A document containing pertinent information about the position, i.e., Title, Occupational Series, Pay Plan, Grade, list of duties, etc.
PD#	A unique number given by the user to the PD to avoid duplication.
POI	Personnel Office Identifier - A four-character number that automatically populates on positions after CCPO ID and Regional Code are entered.
POID	Payroll Office Identification.
Position Hierarchy	The organization structure of an installation or individual unit maintained at region level. This structure identifies, to the lowest level, the organizational location of a position. It is usually comprised of organization units such as divisions, branches, sections, and units.
Position's Organization Address (POA)	POA is built at the regional level and is used on the RPA and NPA to fill in the position's address. It is also used to set up Security constraints.
PRP/SCI	Personal Reliability Program/ Sensitive Compartmented Information (PRP/SCI) - used to identify positions subject to the program or requiring the employee to have this level of security clearance.
Resumix	The business process staffing tool that interfaces with the DCPDS. It will be used to fill vacancies from external and internal sources.
RPA	The automated Request for Personnel Action (RPA) standard form that enables supervisors and managers to request employee and position actions. It enables the Personnel Office to record staffing and classification actions, as well as make personnel record changes. It replaces different Component forms, i.e. SF52, DA 4017, etc.
SAC	Specialty Area Code used in Demo projects.
Sensitivity Criteria	Description of access to sensitive areas used with the China Lake Demo Project.
Sequence Nbr	System generated unique position identifier; can be up to 15 characters in length.

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## Module Overview, Continued

### Terms and Acronyms (continued)

Terms and Acronyms	Definition
TDA	Table of Distribution and Allowance.
UIC	Unit Identification Code - A unique identifier for each of the major organizational segments (usually an installation or activity) in the organizational hierarchy. UIC is used for all non-AF organizations.
Virtual Position	The position used as a "place holder" to maintain the hierarchy of chain of command, e.g., a military supervisor of civilian employees. The military supervisor does not reside in the DCPDS database. Also used for "external users" who have remote assignments and are not in the database as an employee, e.g., a personnelist located at a region who performs personnel services at another Region and does not reside in that database.
Work Structures	The fundamental definitions of organizations, positions, grades, payrolls and other employee groups within your agency that provide the frame work for defining the work assignments of your employees.

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## Module Overview, Continued

**Navigation Window Choices**      The following table contains the procedure steps with associated windows included in this module.

Navigation List	Associated Window	Procedure Steps by Topic
<b>Work Structures</b> ▾ <b>Position</b> ▾ <b>Description</b>	<b>Position</b> window	Building a Position
		Querying a Position
		Validating an Invalid Position
		Quick Copying a Position
		Building a Virtual Position
		Changing Unencumbered Positions
		Terminating and Deleting a Position
<b>Work Structures</b> ▾ <b>Position</b> <b>Organization</b> ▾ <b>Custom</b>	<b>Organization</b> window	Building a Position's Organization Name (POA)
<b>Request for Personnel Action</b> ▾ <b>Appointment</b>	<b>RPA - Appointment</b> window	Querying Position Information from the RPA
<b>Request for Personnel Action</b> ▾ <b>Change Action</b> ▾ <b>Change in Data Element</b>	<b>RPA - Position Data</b>	Changing Encumbered Positions
<b>View</b> ▾ <b>List</b> ▾ <b>Employees</b>	<b>List Employees by Position Hierarchy</b>	Viewing a List of Employees by Position Hierarchy
<b>COREDOC</b>	<b>COREDOC Applications</b> window	Creating a Core Document
	<b>Occupations to Select From</b> window	Modifying a Core Document
	<b>Core Document Selection</b> window	Viewing and Printing a Core Document
<b>Request for Personnel Action</b> ▾ <b>Recruit/Fill</b>	<b>RPA - Appointment, Page 4</b> window	Attaching a Core Document to an RPA

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